

COMPENSATION BOARD DOCKET #19/09

March 27, 2019

307-19-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENTS	March 20, 2019 - Officers request to transfer Vacancy Savings to Temporary/Office expense.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	3/9/2019	Vacancy Savings	Temporary	\$117,611.37	\$117,611.37
107	307	Loudoun County	3/20/2019	Vacancy Savings	Temporary	\$52,252.55	\$42,252.55
125	307	Nelson County	3/5/2019	Vacancy Savings	Temporary	\$32,733.98	\$8,000.00
125	307	Nelson County	3/5/2019	Vacancy Savings	Office Expense	\$0.00	\$19,700.00
131	307	Northampton County	3/13/2019	Vacancy Savings	Office Expense	\$35,868.40	\$35,868.40
161	307	Roanoke County	3/19/2019	Vacancy Savings	Temporary	\$11,489.58	\$11,489.58
175	307	Southampton County	3/19/2019	Vacancy Savings	Temporary	\$139,195.44	\$139,195.44
405	307	Albemarle/Charlottesville RJ	3/19/2019	Vacancy Savings	Temporary	\$22,186.76	\$22,186.76
465	307	Riverside Regional Jail	3/18/2019	Vacancy Savings	Office Expense	\$249,475.84	\$249,475.84
475	307	Hampton Roads Reg Jail	3/20/2019	Vacancy Savings	Temporary	\$51,937.47	\$21,000.00
475	307	Hampton Roads Reg Jail	3/20/2019	Vacancy Savings	Office Expense	\$0.00	\$30,937.47
485	307	Blue Ridge Reg Jail	3/20/2019	Vacancy Savings	Temporary	\$73,552.86	\$73,552.86
492	307	Southwest Virginia Reg Jail	3/19/2019	Vacancy Savings	Temporary	\$112,859.00	\$90,000.00
492	307	Southwest Virginia Reg Jail	3/19/2019	Vacancy Savings	Office Expense	\$0.00	\$22,859.00
493	307	Middle River Reg Jail	3/19/2019	Vacancy Savings	Temporary	\$13,542.14	\$13,542.14
495	307	Meherrin River Regional Jail	3/19/2019	Vacancy Savings	Office Expense	\$163,450.14	\$163,450.14
496	307	RSW Regional Jail	3/20/2019	Vacancy Savings	Office Expense	\$79,079.06	\$79,079.06
520	307	Bristol City	3/11/2019	Vacancy Savings	Office Expense	\$48,793.98	\$36,892.01
650	307	Hampton City	3/6/2019	Vacancy Savings	Office Expense	\$398,838.57	\$196,834.56
760	307	Richmond City	3/20/2019	Vacancy Savings	Office Expense	\$680,389.53	\$680,389.53
					Total	\$2,283,256.67	\$2,054,316.71

307-19-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON	SHERIFF	March 20, 2019 - March 20, 2019 - Officer requests to transfer base Temporary Funds in the amount of \$2,431 to fund a salary increase for position 00010, SECII, currently budgeted at \$30,973, to \$33,404 effective March 1, 2019. The overall percentage of salary increase is within Compensation Board policy.	\$0.00	The Compensation Board approved a transfer of \$2,431 from base Temporary Salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Current Base	New Base	Amount Requested	Pro-Rated for FY19
051	307	Dickenson County	2/12/2019	Temporary Salaries	\$40,703	\$38,272	\$2,431	\$810.33

CHARLOTTESVILLE	SHERIFF	March 20, 2019 - Officer requests to transfer base Temporary Funds in the amount of \$1,006 which, when used in conjunction with turnover savings in the amount of \$8,491, will fund a class change for position 00001, CS11, currently budgeted at \$37,717, to CS12 at \$47,214 effective April 1, 2019. The use of turnover funds and overall percentage of salary increase is within Compensation Board policy.	\$0.00	The Compensation Board approved a transfer of \$1,006 from base Temporary Salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary funds budget in the current as well as subsequent fiscal years.
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FIPS	Office Code	Locality Name	Request Date	From Category	Current Base	New Base	Amount Requested	Pro-Rated for FY19
540	307	Charlottesville	3/20/2019	Temporary Salaries	\$40,909	\$39,903	\$1,006	\$335.33

307-19-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRISTOL	SHERIFF	<p>March 20, 2019 - Officer requests a one-time transfer of the vacancy savings from position 00043 to Office Expense for the remainder of Fiscal Year 2019.</p> <p>Officer states that the funds will be used to pay the jail's contracted costs for forensic discharge planning services to help inmates with mental illness located in the Bristol Jail as well as behavioral health consultation services.</p>	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Pro-Rated for FY19
520	307	City of Bristol	3/20/2019	Position 00043	PTRT	Office Expense	\$19,821	\$6,607

SCOTT	SHERIFF	<p>March 20, 2019 – Acting Officer requests additional Temporary Funding in the amount of \$13,333.33. This is equivalent to the current salary of position 00018, L10 at \$40,000 from March 1, 2019 to June 30, 2019. The election will be held on November 5, 2019.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as he understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00018 L10 is not vacant during the period in which he is the Acting Sheriff, consequently funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.
SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>March 21, 2019 The Sheriffs' Workload Audit Committee submits recommended changes to the workload data reported in the FY20 Budget Request in COIN.</p> <p>The Audit Committee reviewed all workload data and contacted those offices requiring verification. The committee members contacted 95 offices regarding workload. 19 Offices submitted changes for Calendar Year 2018 and 1 office requested to change information reported for Calendar Year 2017. All other offices contacted reported that the figures previously submitted in the budget request are accurate.</p>	\$0.00	The Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data.

772-19-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	CONSENT DOCKET	TOTAL COST	COMPENSATION BOARD ACTION
GRAYSON COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 7, 2019 Officer requests to transfer base Temporary funds in the amount of \$5,504 to fund a salary increase to position 00003, JATTI currently budgeted at \$55,046 to be \$60,550, effective March 1, 2019.</p> <p>Staff notes this office has one (1) unfunded position.</p> <p>Officer acknowledges that due to budget reductions he currently has one unfunded authorized position; and understands that taking action to move base temporary funds to salaries of existing personnel may significantly reduce his options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>		\$0.00	The Compensation Board approved a transfer of \$5,504 from base Temporary Salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Current Base	New Base	Amount Requested	Pro-Rated for FY19
077	772	Grayson County	3/7/19	Temporary Salaries	\$14,103	\$8,599	\$5,504	\$1,834.67

ROCKBRIDGE COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 8, 2019 Acting Officer requests to increase the Career Development salary of pos. 00002, CPII, currently budgeted with a base salary of \$62,222 and a CDP salary of \$74,340. Officer intends to use turnover savings in the amount of \$4,207 to fund a base salary increase effective March 29, 2019, resulting in an added cost for the Career Prosecutor Program funding and an increase in the total budget in this office.</p> <p>Acting Officer requests to increase the Career Prosecutor funding related to this base salary increase in the amount of \$820.</p>		\$820 Annualized \$205 Pro-Rated FY19	Approved as requested.
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FIPS	Office Code	Locality Name	Request Date	From Position	From Class Code	Current Base Salary	Current CDP Salary	To Position	To Class Code	New Base Salary	New CDP Salary	Budgeted Change in CDP	Pro-Rated Change in CDP for FY19
163	772	Rockbridge County	3/8/19	00002	CPII	\$62,220.00	\$74,340	00002	CPII	\$66,427	\$79,367	\$820	\$205

772-19-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKBRIDGE COUNTY	COMMONWEALTH'S ATTORNEY	March 11, 2019 Acting Officer requests additional Temporary Funding in the amount of \$17,450.75. This is equivalent to the current salary of position 00004, ATIII in the amount of \$69,803 from April 1, 2019 to June 30, 2019. The election will be held on November 5, 2019. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00004 ATIII is not vacant during the period in which I am the Acting Commonwealth Attorney, consequently funds cannot be transferred from this position.		\$0.00	Approved at no additional cost to the Compensation Board.
CHESTERFIELD COUNTY	COMMONWEALTH'S ATTORNEY	March 13, 2019 Officer requests to transfer Vacancy Savings in the amount of \$20,311.88 to Temporary funds.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
041	772	Chesterfield County	3/13/19	Vacancy Savings	Temporary Salaries	\$20,312	\$20,312

LOUISA COUNTY	COMMONWEALTH'S ATTORNEY	March 13, 2019 Officer requests to transfer base Temporary funds in the amount of \$3,814 to fund a salary increase to position 00004, AAll currently budgeted at \$38,146 to be \$41,960, effective April 1, 2019. Staff notes this office does not have any unfunded positions.		\$0.00	The Compensation Board approved a transfer of \$3,814 from base Temporary Salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary funds budget in the current as well as subsequent fiscal years.
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FIPS	Office Code	Locality Name	Request Date	From Category	Current Base	New Base	Amount Requested	Pro-Rated for FY19
109	772	Louisa County	3/13/19	Temporary	\$10,593	\$6,779	\$3,814	\$953.50

772-19-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	<p>March 14, 2019 Officer requests to transfer Vacancy Savings in the amount of \$3,118 to equipment to fund the following equipment items.</p> <p>The City of Martinsville agrees to fund the difference between the total cost and the stressed cost of the equipment.</p> <p>Officer states he understands that reimbursement for approved equipment costs must be claimed for reimbursement no later than the May payroll reimbursement process.</p>	<p>\$3,118 Total Cost \$2,874.80 Stressed Cost</p>	<p>Approved as noted in the chart, per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2019 payroll and expense reimbursement request.</p>

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
690	Martinsville City	Copier	1	\$3,118.00	\$3,118.00	1	\$3,118.00	\$3,118.00	\$2,874.80

AMHERST COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 22, 2019 Officer requests to transfer Turnover savings in the amount of \$17,678 to base Temporary funds.</p>	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a base budget transfer.
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FIPS	Office Code	Locality Name	Request Date	From Category	Current Temporary Base	New Temporary Base	Amount Requested	Pro-Rated for FY19
009	772	Amherst County	3/22/19	Turnover	\$9,818	\$27,496	\$17,678	\$5,892.67

772-19-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMONWEALTH'S ATTORNEYS' CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	Staff requests to correct the Dates of Selection for Assistant Attorneys who have been submitted for participation in the Career Prosecutor Program. Officer's staff, who submit the Budget Requests, were not aware of what the Dates of Selection should be.		N/A	Compensation Board approved corrections to Dates of Selection as an exception to policy, based upon specific conditions as stated by the Officers and noted by staff. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.

FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
015	Augusta County	Lorna Port	00004	JATTI	N/A	2020	N/A	Entered in error, has not yet achieved criteria
023	Botetourt County	Charles Simmons	00006	ATTI	01/08/16	2018	2017	Date Correction Only
051	Dickenson County	Derrick Yates	00004	ATTI	N/A	2020	N/A	Entered in error, has not yet achieved criteria
061	Fauquier County	Charles Peters	00004	ATTI	01/04/19	2020	2020	Date Correction Only
073	Gloucester County	Benjamin Shute	00007	ATTI	N/A	2020	N/A	Entered in error, has not yet achieved criteria
077	Grayson County	Evan Henck	00003	JATTI	02/01/19	2020	2020	Date Correction Only
079	Greene County	Morgane Zander	00003	ATTI	N/A	2020	N/A	Entered in error, has not yet achieved criteria
085	Hanover County	Mackenzie Babichenko	00015	ATTI	10/05/18	2018	2020	Date Correction Only
087	Henrico County	Jeromy Lewis	00021	JATTI	12/29/17	2018	2019	Date Correction Only
087	Henrico County	Geneva Gnam	00024	JATTI	N/A	2018	N/A	Entered in error, has not yet achieved criteria
087	Henrico County	Tania Kregar	00030	JATTI	N/A	2018	N/A	Entered in error, has not yet achieved criteria
087	Henrico County	Stacey Davenport	00038	ATTI	N/A	2018	N/A	Entered in error, has not yet achieved criteria
175	Southampton County	William Stoddard	00004	JATTI	06/02/17	2016	2019	Date Correction Only
185	Tazewell County	Katie Asbury	00008	ATTI	N/A	2020	N/A	Entered in error, has not yet achieved criteria
195	Wise County	Berlin Skeen	00010	ATTI	11/15/15	2020	2020	Officer neglected to enter in Previous Year Budget Requests
590	Danville City	Benjamin White	00011	ATTI	N/A	2020	N/A	Entered in error, has not yet achieved criteria
740	Portsmouth City	Katherine Thomas	00021	JATTI	N/A	2020	N/A	Entered in error, has not yet achieved criteria
840	Winchester City	Nicole Spicer	00001	ATTI	07/11/2016	2019	2020	Officer neglected to enter in Previous Year Budget Requests

773-19-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESAPEAKE CITY	CIRCUIT COURT CLERK	March 22, 2019 – Officer requests to transfer Vacancy Savings to Office Expense funds.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
550	773	Chesapeake City	3/22/19	Vacancy Savings	Office Expense	53,817.44	\$25,656

CIRCUIT COURT CLERKS' WORKLOAD AUDIT, COMPENSATION AND STAFFING COMMITTEE	CIRCUIT COURT CLERK	<p>March 8, 2019 Workload Audit, Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY20 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of twenty percent or greater from data reported in prior years. One Hundred Eighteen (118) offices were contacted, One Hundred Sixteen (116) Clerks responded, and Seven (7) clerks sent corrections, three (3) of which had a correction to a previous year's workload data.</p> <p>The Audit Committee additionally noted they believe it is clear that Clerks perform large amounts of work activity that cannot be included in current workload definitions, and therefore the committee has suggested a review of the workload definitions.</p>	N/A	The Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data for those offices noted, and ask the Compensation Board staff to update COIN with corrected data.
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773-19-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 20, 2019 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Career Development Program audits.</p> <p>The following officers have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Augusta County • Dinwiddie County • Mecklenburg County • Montgomery County • Smyth County <p>Staff notes that the Circuit Court Clerks' Career Development Audit Committee did not submit any changes to the Minimum Criteria of the Clerks' Career Development Program.</p>		N/A	The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY20 budget allocation packages by May 1, 2019.
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 20, 2019 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Deputy Clerks' Career Development Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Augusta County • Bedford County • Frederick County • Henry County • James City County • Lancaster County • Lunenburg County • Montgomery County • Pulaski County • Richmond County • Smyth County • Tazewell County • Wise County • Martinsville City • Virginia Beach City <p>Staff notes that the Circuit Court Clerks' Career Development Audit Committee did not submit any changes to the Minimum Criteria of the Deputy Clerks' Career Development Program.</p>		N/A	The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY20 budget allocation packages by May 1, 2019.

771-19-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>March 20, 2019 The Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY20 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 105 Commissioners' offices appearing to have workload data discrepancies; 103 responded with verifications and/or corrected workload data and 2 offices did not respond.</p>		\$0.00	The Compensation Board concurs with the Commissioners' Workload Audit Committee recommendations to update workload data for those offices noted, and ask the Compensation Board staff to update COIN with corrected data.
RAPPAHANOCK COUNTY	COMMISSIONER OF THE REVENUE	<p>March 6, 2019 Acting Officer requests additional Temporary Funding in the amount of \$6,923.87. This is equivalent to the current salary of position 00002, DI, budgeted at \$21,278, from March 5, 2019 to June 30, 2019.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board's Interpretation of \$24.2-226 and 228 is that position 00002, DI is not vacant during the period in which I am the Acting Commissioner. Consequently, funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
POQUOSON CITY	COMMISSIONER OF THE REVENUE	<p>March 19, 2019 Officer requests Board approval for consideration to reinstate the Master Deputy status for Jeffrey Sylvia.</p> <p>Officer states, Mr. Sylvia, became master certified in 2008 and maintained his certification through November 2017. In January 2018 he became Acting Commissioner, and in January 2019 he moved back to his deputy position. Officer did not include Mr. Sylvia in the FY20 Budget Request as Mr. Sylvia was not listed as approved by the Weldon Cooper Center. However, during the Career Development Audits the Weldon Cooper Career Development Program Committee voted to maintain his Master Deputy Commissioner Status and the Career Development Audit Committee also approved to include Mr. Sylvia as a certified Master Deputy.</p>		\$0.00	Compensation Board approved inclusion of this deputy among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.

FIPS	Office Code	Locality Name	Request Date	Deputy	POSITION	CLASS
735	771	Poquoson City	3/19/2019	Jeffrey Sylvia	00004	DI

771-19-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMISSIONER OF THE REVENUE	<p>March 11, 2019 Officers request Board approval to be forwarded to the Career Development Program Audit Committee for consideration to retain Master Deputy status associated with the program.</p> <p>Officers are currently Acting and could not certify participation in their previous Master Deputy positions. The Master Deputy positions are currently being held vacant until the November 5, 2019 General Election.</p>	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.

FIPS	Office Code	Locality Name	Request Date	OFFICER	POSITION	CLASS
109	771	Louisa County	3/11/2019	Stacey Fletcher	00004	MCDIII
775	771	City of Salem	3/18/2019	Kristie Chittum	00001	MDIV

GLOUCESTER	COMMISSIONER OF THE REVENUE	<p>February 22, 2019 Officer requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration of maintaining the 'Master Commissioner' status associated with the program. This Commissioner was erroneously omitted from the FY20 Budget Request. The Officer is currently receiving the increase and is applying for recertification and request to maintain the increase and Master Commissioner status.</p>	\$0.00	Compensation Board approved inclusion of this officer among other officers for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.
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FIPS	Office Code	Locality Name	Request Date	OFFICER	POSITION
073	771	Gloucester County	2/25/2019	Kevin Wilson	00003

VARIOUS	COMMISSIONER OF THE REVENUE	<p>February 20, 2019 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY20 Budget Request. They are currently receiving the increase and are applying for recertification and request to maintain the increase and Master Deputy status.</p>	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
021	771	Bland County	2/21/2019	Pamela Coffman	00001	MDI
710	771	Norfolk City	2/21/2019	Carolyn Jackson	00008	MDII

771-19-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMISSIONER OF THE REVENUE	February 20, 2019 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY20 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
041	771	Chesterfield County	2/22/2019	Tara Botts	00016	CDI
065	771	Fluvanna County	2/21/2019	Shaneeka Brown	00005	DI
145	771	Powhatan County	2/21/2019	Andrea Ross	00004	DI
700	771	Newport News City	2/12/2019	Timothy Turek	00022	DIII
700	771	Newport News City	2/20/2019	Scott Motley	00012	DIII
700	771	Newport News City	2/20/2019	Marcia Rawles	00017	DI
710	771	Norfolk City	2/21/2019	Walter Williams	00028	DII

COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>March 20, 2019 - Per the Provisions of Chapter 2, Item 69 of the 2018 Acts of Assembly, 3 Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2019 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program. 63 Commissioners currently funded for participation have recertified as of February 1, 2019.</p> <p>Of the 3 newly certifying Commissioners, all were accepted. Of the 63 funded Commissioners, all were accepted. A total of 66 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2019.</p> <p>(The COR Career Development Audit Committee has randomly audited 13 offices and concurs with the requests.)</p>	\$0.00	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY20 budget allocation packages by May 1, 2019.
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771-19-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>March 20, 2019 - Per the Provisions of Chapter 2, Item 69 of the 2018 Acts of Assembly, 36 Deputy Commissioners currently unfunded for participation have been newly certified by February 1, 2019 by their elected officer that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program. 202 Deputy Commissioners currently funded for participation have been recertified as of February 1, 2019.</p> <p>Of the 36 newly certifying Deputy Commissioners, all were accepted. Of the 202 Deputy Commissioners already meeting the requirements, all were accepted. A total of 238 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2019.</p> <p>(The COR Career Development Audit Committee has randomly audited 46 deputies and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY20 budget allocation packages by May 1, 2019.

774-19-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	TREASURER	March 19, 2019 – Officer requests to transfer \$2,037 in base Temporary funds to increase the salary of position 00001, DIII from \$30,393 to \$32,430 effective April 1, 2019.	\$0.00	The Compensation Board approved a transfer of \$2,037 from base Temporary Salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Current Base	New Base	Amount Requested	Pro-Rated for FY19	Reimb for FY19
197	774	Wythe County	3/19/2019	Temporary Salaries	\$6,237	\$4,200	\$2,037	\$679	\$339.50

TREASURERS WORKLOAD AUDIT COMMITTEE	TREASURER	March 20, 2019 The Treasurers Workload Audit Committee submits recommended changes to workload data submitted in the FY20 Budget Request in COIN.	\$0.00	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those offices noted, and ask the Compensation Board staff to update COIN with corrected data.
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The audit committee reviewed all workload data and contacted 91 Treasurers' offices appearing to have workload data discrepancies; 77 responded with verifications and/or corrected workload data; 14 offices did not respond.

VIRGINIA BEACH CITY	TREASURER	February 25, 2019 Officer requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration to retain the 'Master Deputy' status associated with the program.	\$0.00	Compensation Board approved inclusion of this individual as a deputy among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.
Officer states she is currently the Acting Officer and was not able to certify participation for her previous Master Deputy position. The position is currently being held vacant with the Master Deputy status until the General Election on November 5, 2019.				

FIPS	Office Code	Locality Name	Request Date	OFFICER	POSITION	CLASS
810	774	Virginia Beach City	2/25/2019	Leigh Henderson	00004	MCDIV

774-19-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FALLS CHURCH CITY	TREASURER	<p>March 18, 2019 Officer requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration as 'Master Treasurer' status associated with the program.</p> <p>Officer states she has met all the criteria and certified participation in the Career Development program, however the COIN system did not save the information as entered.</p> <p>Officer is currently not funded and applied for certification for the Career Development Program for the first time this year.</p>	\$0.00	Compensation Board approved inclusion of this officer among other officers for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.

FIPS	Office Code	Locality Name	Request Date	OFFICER	POSITION
610	774	Falls Church City	3/18/2019	Jody Acosta	00001

VARIOUS	TREASURER	<p>February 20, 2019 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY20 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.</p>	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
013	774	Arlington County	2/25/2019	Linda Braz	00005	DII
051	774	Dickenson County	2/20/2019	Shana Hill	00004	DIII
061	774	Fauquier County	2/25/2019	Ami Cales	00007	DI
177	774	Spotsylvania County	2/22/2018	Alberta Deihr	00009	GC
177	774	Spotsylvania County	2/22/2018	Sarah Maslock	00010	DII
179	774	Stafford County	2/20/2018	Susan Price	00013	DI
183	774	Sussex County	2/20/2018	Kelly Ellis	00003	DI

774-19-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>																					
VARIOUS	TREASURER	February 20, 2019 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY20 Budget Request. They are currently Master Deputy certified and are applying for recertification and request to maintain the Master Deputy status.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.																					
<table><tr><th>FIPS</th><th>Office Code</th><th>Locality Name</th><th>Request Date</th><th>DEPUTY</th><th>POSITION</th><th>CLASS</th></tr><tr><td>051</td><td>774</td><td>Dickenson County</td><td>2/20/2019</td><td>Gloria Brooks</td><td>00003</td><td>MDIII</td></tr><tr><td>149</td><td>774</td><td>Prince George County</td><td>2/20/2019</td><td>Gloria Tereschenko</td><td>00003</td><td>MDII</td></tr></table>					FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS	051	774	Dickenson County	2/20/2019	Gloria Brooks	00003	MDIII	149	774	Prince George County	2/20/2019	Gloria Tereschenko	00003	MDII
FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS																			
051	774	Dickenson County	2/20/2019	Gloria Brooks	00003	MDIII																			
149	774	Prince George County	2/20/2019	Gloria Tereschenko	00003	MDII																			
TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 19, 2019 Per the provisions of Chapter 2, Item 72 of the 2018 Acts of Assembly, 11 Treasurers currently unfunded for participation have certified by February 1, 2019 that they meet the minimum requirements of the Compensation Board Treasurers' Career Development Program, including 9 who are newly certifying in FY20 and 2 who newly certified in FY19. Of the 11 Treasurers who are currently unfunded, 10 were found to fully meet the requirements for the Career Development Program and one was removed for not meeting all program requirements. 63 Treasurers currently funded for participation have recertified as of February 1, 2019.</p> <p>A total of 73 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2019.</p> <p>(The TAV Career Development Audit Committee has audited a random 14 offices and concurs with the requests.)</p>	\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY20 budget allocation packages by May 1, 2019																					

774-19-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 20, 2019 - Per the provisions of Chapter 2, Item 72 of the 2018 Acts of Assembly, 45 Deputy Treasurers currently unfunded for participation have certified as of February 1, 2019 that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, including 34 Deputies who newly certified in FY20 and 11 who certified in FY19. 199 Deputy Treasurers currently funded for participation have recertified as of February 1, 2019.</p> <p>Of the 45 newly certified deputies, all were found to fully meet the Career Development Program requirements. A total of 244 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2019.</p> <p>(The TAV Career Development Audit Committee has audited a random 38 deputies and concurs with the requests.)</p>		\$0.00	<p>The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY20 budget allocation packages by May 1, 2019</p>

774-19-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-21-2019 The Treasurers' Career Development Program Audit Committee Chair submits the following requests for amendment to the Treasurers' Career Development Program on behalf of the TAV Audit Committee members.</p> <p>1. City Treasurers that receive 75% of the salary specified in the Appropriation Act because they neither collect nor disburse locality taxes or revenue or because they distribute local revenues but do not collect the same, are exempt from meeting the CDP requirements related to a delinquent collections policy or collection rates for personal property and real estate, as these Officers are not engaged in these local tasks.</p> <p>2. For all Treasurers, an exemption from the requirement for the number of participating and enrolled employees in the Career Development program is allowed when the program requirement exceeds the total number of Compensation Board funded and locally funded deputy/staff positions in the office, due either to former budget reductions, or for City Treasurers neither collecting not disbursing local revenues or distributing local revenue but not collecting the same, lesser workload responsibilities resulting in lesser staffing. In this case, the requirement shall be limited to a maximum of the total number of Compensation Board funded and locally funded deputy/staff positions in the office.</p> <p>3. <u>Investment Policy</u> Treasurers that do not handle investments due to City/County policy or charter will be required to have an investment policy which states the locality's responsibility for the handling of investments, and then also state's the details of the locality's policy.</p> <p>4. <u>Audit Policy</u> Amend Audit policy to require that all newly certifying officers shall be audited in the year in which they are newly certifying, and the remaining number of required auditees shall be selected at random from the remaining pool of existing/previously certified officers.</p>		\$0.00	The Compensation Board approved the requested changes to the Treasurers' Career Development Program language as stated, and requests Compensation Board staff to update the Career Development Program documents.

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #19/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, April 24, 2019 at 10:00 a.m. and Wednesday, May 22 at 10:00 a.m. The FY20 Budget Hearing is scheduled for April 11, 2019 at 11:00 a.m.	N/A	Confirmed.
3.	NOTTOWAY COUNTY COSTS FOR HOUSING VCBR OFFENDERS	COMPENSATION BOARD	Staff presents a request for reimbursement of expenses incurred by Nottoway County for the expense of confining residents of the Virginia Center for Behavioral Rehabilitation arrested for new offenses and held in Piedmont Regional Jail for the months of October through December, 2018, as well as an adjustment to amounts already reimbursed for the months of July through September, 2018. At its meeting on November, 28, 2018, the Compensation Board approved staff's request to reimburse total expenses incurred in July through September, 2018 of \$43,924.46, in accordance with budget language approved in Chapter 2. Based upon numbers of offenders housed, days housed and rates paid by the County in the 2 nd quarter of FY19, staff recommends approval of payment to Nottoway County in the amount of \$30,089.96. Based upon an update to the number of offenders housed in the 1 st quarter, staff also recommends approval of payment of an additional \$2,573.28 for the 1 st quarter of FY19, resulting in a total recommended current payment of \$32,663.24. This will result in total payments to date in FY19 of \$76,587.70. The maximum reimbursable amount in FY19 for expenses incurred from June, 2018 through May, 2019 is \$100,000.	\$32,663.24	Approved.
4.	FY20 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY20 preliminary draft budget allocations, pending legislative budget action.	N/A	Noted.

5.	FY20 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following dates for FY20 scheduled meetings. Unless otherwise noted, all meetings are at 10:00 a.m. and are set for the 4th Wednesday of each month:</p> <ul style="list-style-type: none"> • July 31, 2019 (5th Wednesday) • August 28, 2019 • September 25, 2019 • October 23, 2019 • November 20, 2019 (3rd Wednesday) • December 18, 2019 (3rd Wednesday) • January 7, 2020 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation) • January 22, 2020 • February 26, 2020 • March 25, 2020 • April 14, 2020 (Tuesday) (budget hearing) • April 29, 2020 (5th Wednesday) • May 27, 2020 • June 24, 2020 	N/A	The Compensation Board will confirm the FY19 scheduled meeting dates at the April 24, 2019 Board meeting
6.	TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY19 year-to-date collections for July through February totaled \$4,076,240.48, a decrease of 6.85% compared to the same period in FY18.</p> <p>Expenditures: FY19 year-to-date Clerk's expenditures through 3/25/19, totaled \$2,241,439.99 or 34.57% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY19 TTF total collections would be approximately \$6.11 million, a decrease of 7.94% compared to FY18 collections.</p>	N/A	Noted.

CLOSED MEETING
COMPENSATION BOARD DOCKET #19/09
March 27, 2019

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: March 27, 2019
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (absent)
Martha Mavredes, Ex Officio member (present)

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